

## Delaware Surplus Services Excess Property Declaration Form

Office of Management and Budget  
Government Support Services  
P.O. Box 299, Delaware City, DE 19706  
SLC: N130  
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Department: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Authorized Signature and Title: \_\_\_\_\_

	Description	Manufacturer	Model	Serial No.	Quantity	Original Cost	Condition Code
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____	_____

### OFFICE USE ONLY

Indicate Item #s: \_\_\_\_\_

Response Date: \_\_\_\_\_ Response Time: \_\_\_\_\_ Initials: \_\_\_\_\_

Transfer Pickup/Turn In Scrap

Rec'g Agency: \_\_\_\_\_ Date of Pickup/Turn in: \_\_\_\_\_ Agency Removal? Y N

\_\_\_\_\_ Date of Transfer: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Date of Pickup: \_\_\_\_\_

\_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Date Received by Warehouse Personnel: \_\_\_\_\_ Agency Signature for Pickup and/or Scrap: \_\_\_\_\_

## **DELAWARE SURPLUS SERVICES**

### **Condition Codes for Excess Property**

- |    |             |  |
|----|-------------|--|
| A. | UNUSED GOOD | Unused property that is usable without repairs.  |
| B. | UNUSED FAIR | Unused property that is usable without repairs, but is deteriorated or damaged.  |
| C. | UNUSED POOR | Unused property that is usable without repairs, but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.  |
| D. | USED GOOD   | Used property that is usable without repairs, and most of its useful life remains.   |
| E. | USED FAIR   | Used property that is usable without repairs, but is somewhat worn or deteriorated and may soon require repairs.   |
| F. | USED POOR   | Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.   |
| G. | SALVAGE     | Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical repair for any use would exceed 65 percent of the original acquisition cost. |
| H. | SCRAP       | Material that has no value except for its basic material content.  |